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OFFICE OF LOGISTICS

SUBMISSION FOR THE 1982 ANNUAL REPORT TO CONGRESS

OVERVIEW

In 1982, the Office of Logistics continued its mission: the development of logistical policy and the provision of support to Agency requirements. The provision of support has been handicapped due to limited capital and personnel shortages. OL was challenged to provide increased support to the Agency in all logistical functions and specifically in the area of covert operations, paramilitary support, materiel acquisition and distribution, space acquisition, engineering, and printing and photography support. Concerning policy, the design of the Logistics Integrated Management System (LIMS) per force necessitates a review of organizational and managerial policy to ensure that automation is exploited to the fullest extent, thereby enabling OL to responsively provide support to the dynamics of the Agency's mission. Policy also is being reviewed concerning the security threat caused by increased levels of foreign ownership.

Overall, the year has been extremely active and productive and has rekindled the "can do" spirit in OL employees. Our significant accomplishments and responsive support have been recognized and noted by our customers. The greatest obstacle to increased and improved support and a future problem is the unavailability of trained, experienced personnel. Although accelerated recruitment efforts and cross-training within the Office have been undertaken to correct this shortcoming, increased decentralized requirements cannot continue to be sufficiently supported without increases in resources.

Present and future planning efforts are directed toward ways to support a larger and more technical Agency. Our primary concern is the acquisition of space to house the Agency. OL's response to the Agency Long Range Plan addressed the space issue and the future direction of support in other areas: proprietary support, improving the acquisition system via automation, independence from GSA, and expanding transportation and storage capabilities.

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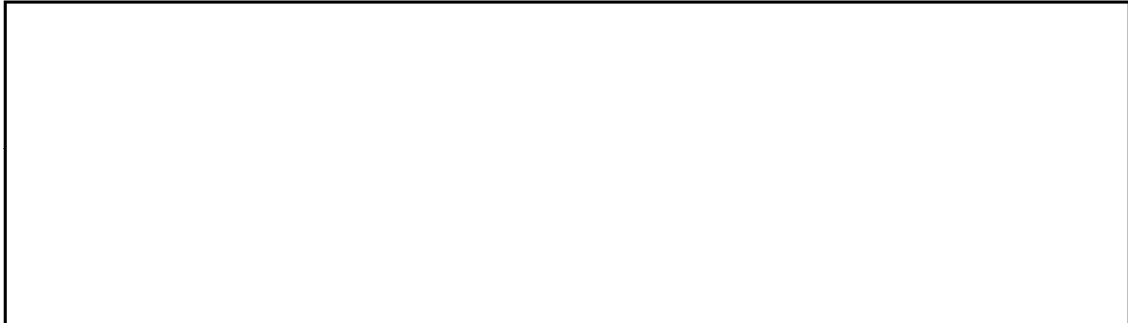
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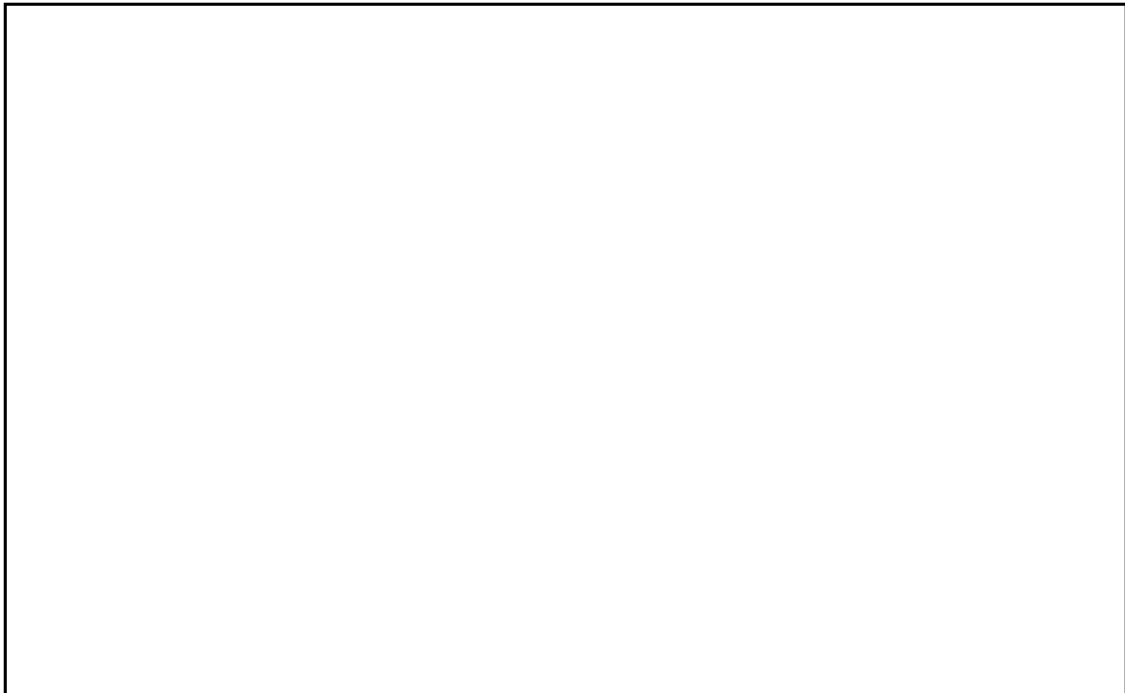
PERFORMANCE HIGHLIGHTS

Some of OL's significant achievements in 1982 are enumerated below:



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- The Prompt Payment Act of 1982 (PL 97-177) requires that the Federal Government pay its contractors promptly and in accordance with the terms of its contracts. It was implemented by CIA during the year and required various changes to internal policies, procedures and systems which were coordinated by OF and OL.

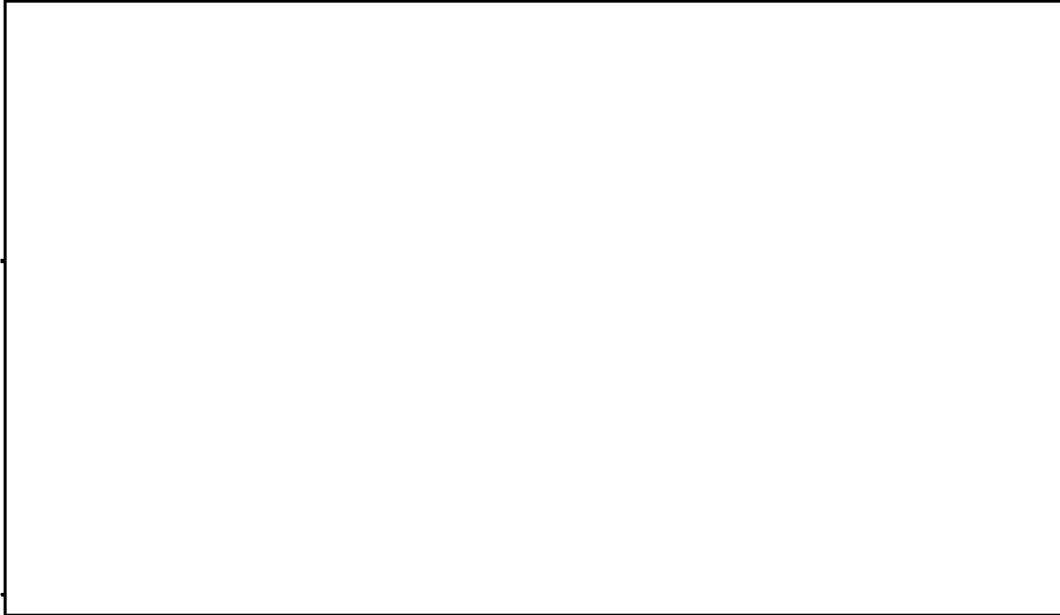


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- The Credit Union Building was leased and renovations were completed.



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- Final installation and testing were completed of the Headquarters Building emergency generator system which will enhance utilities reliability.



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- Design was completed of total building Secure Voice Telephone Systems for Chamber of Commerce and Key Buildings, and installation was completed in Key Building.
- OL provided the TDY assistance of numerous personnel who expended many man-hours in support of Agency components. These services were provided in CONUS and overseas for the support of special projects, inventory teams, inspection and receipt of ordnance materiel, instructing and assisting in training courses, packing Government-owned equipment for shipment from contractors' plants, developing new capabilities to support covert action programs, vehicle armoring, office relocations, and architectural and engineering projects.
- Activities on the development and implementation of the Logistics Integrated Management System (LIMS) escalated rapidly in 1982. Some accomplishments were the design, testing and implementation of an Agency Standard Automated Property System (ASAPS) which has already identified more than a dozen component applications, the award of a quality assurance contract, the issue of a development contract RFP, the updating and publication of OL and OF system objectives and functional requirements, the inclusion of an automated vendor payment function, the implementation of new techniques and methodologies, and developing and coordinating specific details that will lead to LIMS' implementation in FY-85.
- In the printing area, the number of jobs processed in 1982 increased by 13 percent over the 1981 figure, while the photographic activity experienced an 8 percent increase in job receipts. As in years past, the DDI was P&PD's major customer. In 1982, P&PD allocated 53 percent of its resources to the support of the DDI, a rise of 10 percent over last year. Nineteen hundred and eighty-two was the first year for implementing the long-range plan to automate the costly and labor-intensive manual prepress functions. Again this year, there was an increased utilization of the Electronic Text Editing and Composition System (ETECS). Related to this, 1982 saw the successful installation and implementation of the Atex Mini-Edit System in the Office of Current Production and Analytic Support (OCPAS), the acquisition of two new Autologic Micro-5 phototypesetters, and the procurement of an ETECS interface to the Wang word processor. The

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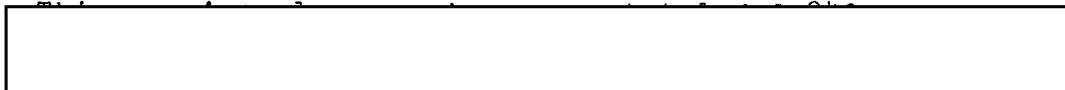
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Agency Copier Management System matured and grew in efficiency and effectiveness in 1982. In view of the copier program's success, the division was tasked to develop an Agency-wide coordinated management program for the acquisition, tracking, and maintenance of television production equipment. Printing and photography support capability was upgraded by the acquisition and installation of new advanced equipment and enhanced software. Some specific performance achievements follow:



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- Congressional Budget Justification Books (CBBB's): Nineteen hundred and eighty-two was the fourth year that P&PD produced the Intelligence Community's CBBB's.



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- CAMS2 Processing Segment Production Support: P&PD supported the Office of Data Processing's CAMS2 processing segment development effort by producing 165 copies each of seven documents totaling 1,400 pages. The division was also tasked to produce 1,000 vugraphs, each of which required 165 hard copies. This significant production effort was delivered on schedule and took place within a six week timeframe.



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- Computer Graphics Support: P&PD's Design and Presentation Center color slide production increased to 4,920 in 1982 from a 1981 level of 1,480. Improved computer graphics software and additional hardware allowed the increase to occur.

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- Color Photography Production Increase: The production of color photography items (prints, slides, etc.) grew by 22 percent in 1982. This increase was across the board from a product standpoint and was not the result of a single one-time project.
- Video Tape Replication: P&PD's involvement in the replication of video tapes increased dramatically in 1982.

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For the most part, OL customers are internal to the Agency, and the bulk of OL support is for Agency requirements. However, we also provide notable support to the Department of State, the National Security Agency, the military services and other executive agencies. Relations with our customers are excellent. We strive to maintain this relationship through responsiveness and efficiency.

FUTURE RESEARCH AND DEVELOPMENT PLANS

The Office of Logistics has no Research and Development programs for the near term. The Office is, however, pursuing several alternatives to further improve logistics support to Agency requirements. As stated in the Overview, these efforts were addressed in the Office's response to the Agency Long-Range Plan and are summarized below:

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- The development and implementation of the Logistics Integrated Management System is well underway to increase the timeliness and responsiveness of the Agency acquisition system.
- Negotiations are continuing to gain independence from GSA by obtaining additional delegations of authority for space acquisition, renovation, construction, and maintenance and operation of Agency occupied facilities.
- Efforts are underway to expand transportation and storage capabilities.

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In addition to the above, studies are being conducted and plans have been made in OL divisions to gain further efficiencies, expand services, and improve productivity through equipment acquisition and realignment, automation and employee participation programs.

PROJECTED RESOURCE NEEDS

The most critical resource constraint is personnel. Since OL is a service organization, OL's capabilities and growth must be keyed to the requirements and growth of OL customers. Because significant growth is planned by the Agency, personnel increases are projected in all OL components to enable OL to remain responsive to increasing requirements. To support all planned Agency initiatives, a significant increase in personnel and funds for capital improvements and the acquisition of new automated systems may be needed.

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The projection includes resources for two major projects underway in OL (the new building and the Logistics Integrated Management System), the continued operation and upgrade of [REDACTED] Standard Level Users Charges, maintenance and operation of the powerplant, supplemental support initiatives in support of Agency initiatives, logistical services and support activities, direct leasing of space, and equipment acquisition for improved support capability. To the extent that projects are not funded, the respective areas will be degraded proportionally.

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